

INLAND WETLANDS & WATERCOURSES COMMISSION

REGULAR MEETING

JANUARY 13, 2025 – 6:30PM (VIA ZOOM)

- 1           1. Call to Order. The meeting was called to order at 6:30pm.  
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3           2. Roll Call & Seating of Alternates. Present: Larry Burcroff, Vivian Garfein, John Landon, Sally  
4 Spillane, Maria Grace, Russ Conklin (Alternate), John Harney (Alternate), Abby Conroy (Land Use  
5 Director), Miles Todaro (Land Use Tech Specialist) and Georgia Petry (Recording Secretary).  
6 Absent: Cary Ullman and Tracy Brown (Alternate). R. Conklin was seated as Voting Alternate for  
7 C. Ullman.  
8  
9           3. Election of Officers.  
10           **Motion to Nominate Vivian Garfein for Chair** was made by Larry Burcroff and seconded by John  
11 Landon. **Nomination Accepted and unanimously Approved.**  
12           **Motion to Nominate Larry Burcroff for Vice-Chair** was made by Vivian Garfein and seconded by  
13 Sally Spillane. **Nomination Accepted and unanimously Approved.**  
14           **Motion to Nominate Sally Spillane for Secretary** was made by Vivian Garfein and seconded by  
15 John Landon. **Nomination Accepted and unanimously Approved.**  
16           V. Garfein, on behalf of the members, thanked retiring Chair L. Burcroff for his many years of  
17 leadership and service to the IWWC; he will remain on the IWWC as Vice-Chair. L. Burcroff  
18 expressed his appreciation to the members for all that they do, also.  
19           At this time, M. Grace left the meeting; J. Harney was seated as Voting Alternate.  
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21           4. **Approval of the Agenda. So Moved** by S. Spillane; seconded by J. Landon and unanimously  
22 **Approved.**  
23  
24           5. Review of Bylaws  
25           S. Spillane asked about Article VI, Section 4, regarding Alternates that aren't seated at Public  
26 Hearings as not being part of the deliberations and vote after the Hearing; A. Conroy explained  
27 that it is CT law. R. Conklin commented that Alternates, even if not seated, can participate in  
28 the discussions during Public Hearings, but not in the deliberation and vote afterwards; S.  
29 Spillane and V. Garfein were in agreement about the language, as stated. R. Conklin asked for  
30 clarification about the procedures, when different regular Members and Alternates might be  
31 present if a Public Hearing is continued; A. Conroy explained that the recordings of the meetings  
32 make it easy for all Members to listen and review the records, so that they may have an  
33 opportunity to vote, depending on who is attending. A. Conroy added that if there is going to be  
34 a continuation of a Public Hearing, the Members present should be asked if they will be able to

35 attend that meeting or if they will be able to listen to the recording and say so, in order to vote;  
36 there could be possible situations also when a Member would have to recuse themselves from  
37 voting. L. Burcroff asked about the number of regular Members now; A. Conroy noted that  
38 there will always be an Alternate, given the current number of regular Members. S. Spillane  
39 asked about Article IX, Section 2, about the Secretary reading the Legal Notice with the dates  
40 and the newspaper where published; A. Conroy has been doing that, but S. Spillane commented  
41 that she should be doing that, going forward. V. Garfein asked about the procedure now; A.  
42 Conroy commented that they could wait until the next meeting for 5 regular Members to be  
43 present. V. Garfein asked if that number could be changed from 5 to 4 Members, if they  
44 continue with 6 regular Members instead of 7, and that there is a concern about being able to  
45 add a 7<sup>th</sup> Member. A. Conroy pointed out that the majority vote of 5 Members only applies to  
46 the election and approval vote for the Chair; for others, the vote would include alternate  
47 Members. A. Conroy will review the Ordinance for clarification on making a change to the  
48 Bylaws by the Members; otherwise it could require a Town vote. S. Spillane commented that  
49 she is more concerned about the quorum for the vote and wants to see the highest number  
50 possible for a quorum; she wants the decisions to be shouldered by as many Members as  
51 possible. A. Conroy noted that the State of CT requires every Board and Commission to have  
52 minority representation and that vacancies need to be filled accordingly, which means having a  
53 Republican, Independent or Unaffiliated Member, in addition to Democrats. J. Landon asked if a  
54 party affiliation must be stated; A. Conroy explained that there is a difference between  
55 appointed and elected boards because elected boards run on endorsed party tickets. Selectman  
56 Kitty Kiefer was recognized and commented that she is an Unaffiliated voter, which satisfies the  
57 party diversity requirement on the Board of Selectmen; J. Landon mentioned that he is  
58 Unaffiliated also. A. Conroy commented that the Town Clerk is working on updating the party  
59 affiliations for all of the current Boards and Commissions, as they know what people's  
60 affiliations are, which could make it easier to fill vacancies. A. Conroy noted that it is not up to  
61 her to find people; after 30 days, the BOS can fill a vacancy on an appointed Commission, not an  
62 elected one. R. Conklin noted that the IWWC is appointed; A. Conroy suggested that if there  
63 was a problem getting a quorum, the BOS could fill the vacancy. L. Burcroff mentioned having  
64 someone from Conservation; A. Conroy and V. Garfein suggested possibly having a current  
65 Alternate Member moved up to a regular Member. V. Garfein asked if anyone wanted changes  
66 to the Bylaws; J. Landon, S. Spillane and L. Burcroff did not. A. Conroy pointed out that the  
67 current Bylaws, with no changes, are in effect and do not need to be re-adopted.

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69 6. **Minutes of November 13, 2024. Motion to Approve** made by J. Landon, seconded by L.  
70 Burcroff and unanimously **Approved**.

71  
72 7. **Minutes of November 25, 2024. Motion to Approve** made by J. Landon, seconded by L.  
73 Burcroff and unanimously **Approved**.

75 8. **Minutes of November 26, 2024. Motion to Approve** made by J. Landon, seconded by L.  
76 Burcroff and unanimously **Approved**.

77  
78 Going forward, V. Garfein asked that Members review the Minutes in advance and reference  
79 any comments by line numbers, rather than going through the Minutes during the meeting.  
80

81 9. Public Comment -- None

82

83 **Public Hearing**

84 10. #2024-IW-040 / BTLR LLC (Great Falls Construction) / 280 Between the Lakes Road / To Relocate  
85 a Portion of Between the Lakes Road and Install Drainage Improvements / Map 67 / Lot 07-2 /  
86 DOR: 9/23/2024 / OH: 11/25/2024 / Requested by applicant to continue hearing to 02/10/2025,  
87 must close by 03/03/2025 (2/24/2025 Regular Meeting).

88 The procedure was explained by A. Conroy; there is a 65 day window of time to continue  
89 hearings and the extensions to continue are OK.

90

91 **New Business**

92 11. #2024-IW-046 / NOSTERO LLC (Pat Hackett) / 95 Preston Lane / Demolition and Reconstruction  
93 of Single-Family Residence / Map 69 / Lot 32 / DOR: 1/13/2025

94 Pat Hackett described the proposed work and mentioned that the septic had been approved by  
95 TAHD once, but wasn't sure if the current review was finished. R. Conklin had several questions  
96 and asked for clarifications, including specifics about the fire pit. V. Garfein asked R. Conklin to  
97 write up his concerns to be included for the engineering review. L. Burcroff asked if the fire pit  
98 is on an existing trench; Mr. Hackett answered yes. S. Spillane asked if this application had been  
99 referred to Tom Grimaldi; A. Conroy answered yes. S. Spillane wanted to have a site walk  
100 because the property is so steep. A. Conroy suggested going soon; V. Garfein agreed and  
101 suggested Thursday, January 16<sup>th</sup> at 4:00pm. R. Conklin asked Mr. Hackett if there were any  
102 additional plans to show; Mr. Hackett answered yes. R. Conklin had more specific questions; V.  
103 Garfein asked Mr. Hackett to point things out when they are on the site visit. L. Burcroff asked if  
104 the garage is a new structure or existing; Mr. Hackett answered that the garage would be part of  
105 the new house, there is no garage right now. S. Spillane asked to see the demolition plan; she  
106 asked if the house would be built on the same footprint or if it would be larger; Mr. Hackett  
107 answered that it would be larger. S. Spillane asked Mr. Hackett to flag the footprint for the new  
108 house for the site visit; Mr. Hackett agreed. There were additional questions and discussion of  
109 specifics of the plans. A **Motion to Accept This Application** was made by J. Landon, seconded by  
110 S. Spillane, **With All in Favor**.

111

112 12. Communication: NDDDB Determination Letter Report – Hotchkiss School

113 This was an update from the NDDDB to Todd Parson; A. Conroy and M. Todaro will reach out to  
114 him, as there will be no work until summer.

115

116 13. Amend September 22 Meeting Date on 2025 Calendar  
117 V. Garfein asked for the date to be changed to September 29, if possible; the amended date of  
118 September 29, 2025 was OK with everyone present.  
119  
120 14. DEEP Training for Municipal Inland Wetlands Agencies Reminder  
121 V. Garfein commented that the course is now better than it was before, with good information;  
122 J. Harney agreed. M. Todaro will send out the link for the signup contact.  
123  
124 J. Landon asked about the Regulations Rewrite; V. Garfein suggested getting back to it in March  
125 and coming up with a timetable at the next meeting.  
126  
127 **Adjournment. So Moved** by S. Spillane, **With All in Favor**. The meeting adjourned at 7:37pm.  
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